



U.S. Department of Energy  
Energy Efficiency and Renewable Energy

# The Future: Grants.gov

## Presentation to the EERE Stakeholders



# Agenda

- Overview of Grants.gov
- The Grants.gov Process
- Questions/Discussion



U.S. Department of Energy  
Energy Efficiency and Renewable Energy

# Overview of Grants.gov



# Background

- eGovernment named one of five government-wide initiatives included in the President's Management Agenda.
- 24 high priority 'Quicksilver' programs named by OMB - focus on delivering significant productivity and performance gains across Federal government.
- Public Law 106-107 established requirements for:
  - A single portal to execute all Federal financial assistance.
  - Standardizing, streamlining and simplifying Federal grant management activities.
- Grants.gov Program identified as a Quicksilver initiative, with HHS named as 'managing partner'.
  - 26 participating Federal grant-making agencies.
  - 900 grant programs.
  - \$350B in grants awarded annually.



# Vision

The Grants.gov Program will:

- Produce a simple, unified “storefront” for all customers of Federal grants to electronically find opportunities, apply, and manage grants.
- Facilitate the quality, coordination, effectiveness, and efficiency of operations for grant makers and grant recipients.



# Goals

- Eliminate the burden of redundant or disparate electronic and paper-based data collection requirements.
- Define and implement simplified standard processes and standard data definitions for Federal grant customer interactions.
- Protect the confidentiality, availability, and integrity of data.
- Standardize the collection of financial and progress report data in support of audit and performance measurement activities.



# Grantor Agency Benefits

- Unifies the “face” of Agency grant opportunity announcements.
- Continues with existing business processes while being compatible with the Grants.gov services.
- Avoids cost of having to build separate agency-specific grant application systems.
- Opportunities to use more off-the-shelf grant management software as legacy systems get replaced.
- Opportunities for consolidation and use of best practices within agencies.



# Grant Community Benefits

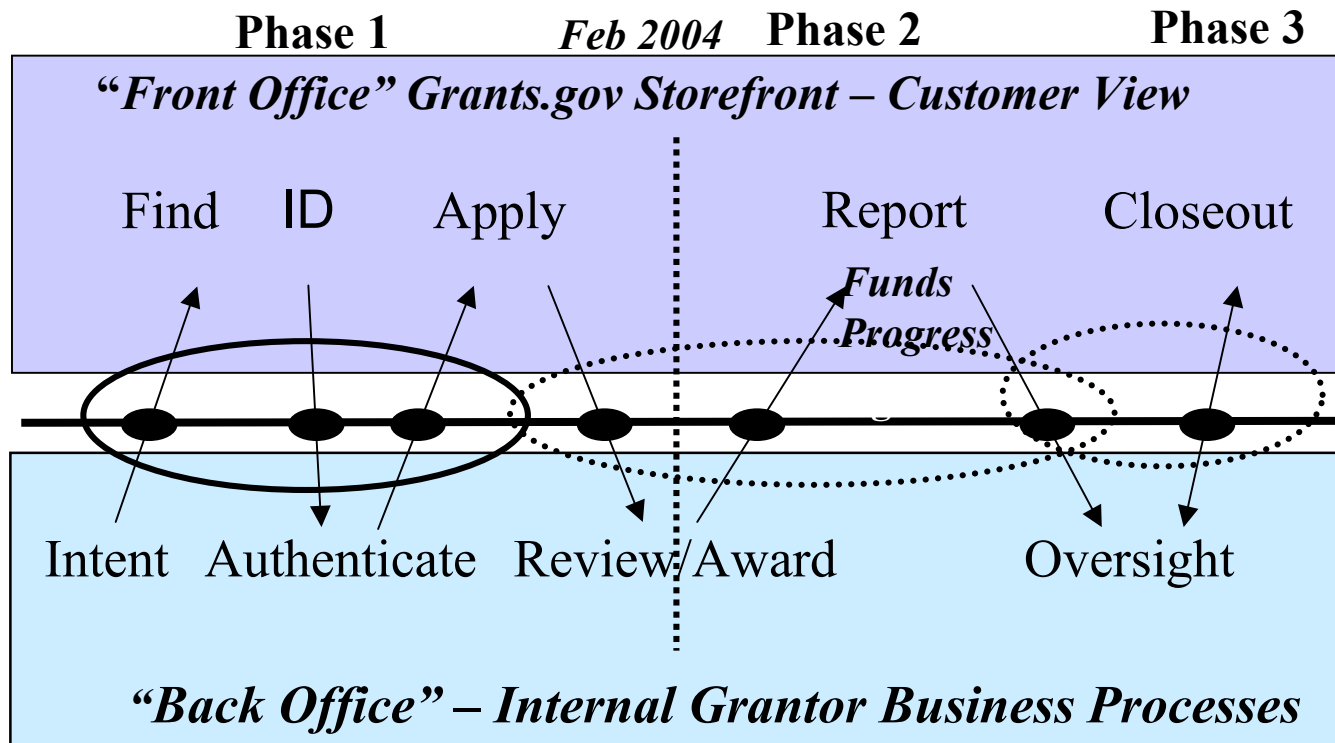
- Single source to find Federal government-wide competitive grant opportunities.
  - Helps the grant community learn more about available opportunities in a standardized manner thus saving time and money.
- Secure and reliable source for applying for Federal grants, simplifying the grant application process and reducing paperwork.
  - Avoiding the need to learn multiple agency or program-specific application processes/systems.





# Grants.gov Program

- The Grants.gov Program is focused primarily on the Grant Community “front office” view and is being implemented in two phases.





# Grants.gov (Find)

- Uses FedBizOpps model to store announcement synopses.
- Single location for all competitive discretionary financial assistance opportunities.
  - Grants.gov FIND or [www.FedGrants.gov](http://www.FedGrants.gov)
  - Notices (synopses) of discretionary grants opportunities announcements and modifications required to be posted to Grants.gov Find (FedGrants) starting October 1, 2003.
  - Anticipate posting notices of mandatory opportunities in CY 2004.
- Requires Government-wide standard synopses and funding opportunity announcement format.
  - OMB Policy published in Federal Register October 8, 2003.
  - DOE implemented DOE-wide Funding Opportunity Announcement template November 23, 2003.

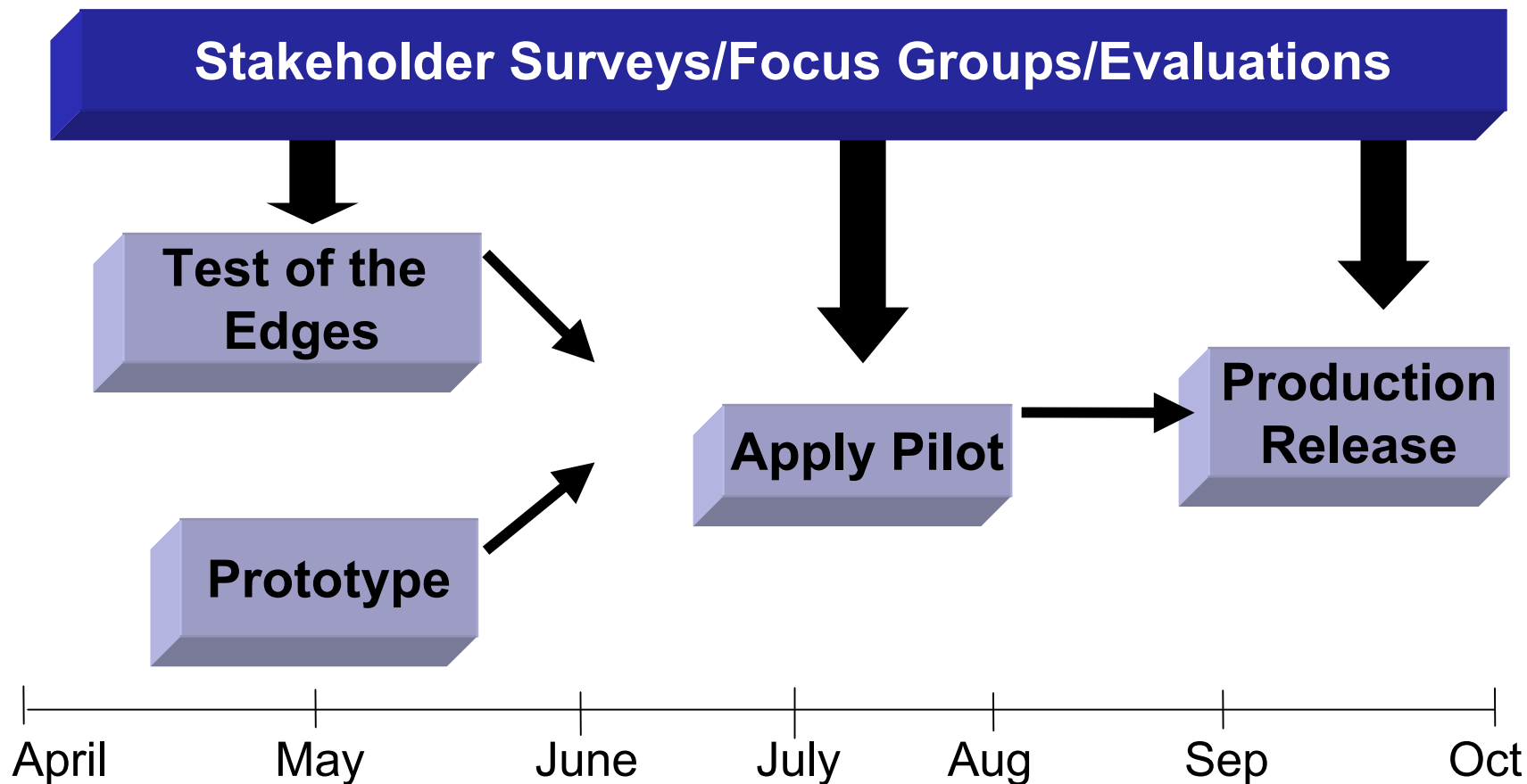


# Grants.gov (Apply)

- Single location to download, complete and submit applications for grant opportunities.
  - [www.Grants.gov](http://www.Grants.gov).
  - Available 24/7.
- The web site became operational October 31, 2003.
- Only approved standard core (SF 424, A,B,C &D) and core plus forms authorized for use.
  - Forms easily sent from one office to another for signatures.
  - Additional core plus forms being developed.
- The Apply application functions includes:
  - Integration with e-Authentication credential provider.
  - Central Contractor Registry validation & role assignment.
  - System-to-system integration with Agencies.
- Apply and Find functions are now linked and integrated.



# Grants.gov 2003 Road Map





# Grants.gov Pilot Tests

- DOE participated in two test.
  - “Test of the Edges Pilot” April 30<sup>th</sup> – June 5<sup>th</sup> 2003.
  - “Apply Pilot” June 30<sup>th</sup> – August 15<sup>th</sup> 2003.
- Three EERE Programs were tested.
  - Renewable Energy Research and Development.
  - State Energy Program Special Projects.
  - State Energy Program.
- Two EERE partners participated in tests.
  - Teledyne Energy Systems, Inc.
  - Nebraska State Energy Office.
- The pilots tested data standards (SF424 Cover, A,B,C, D), downloading application packages, and submitting and receiving completed applications.



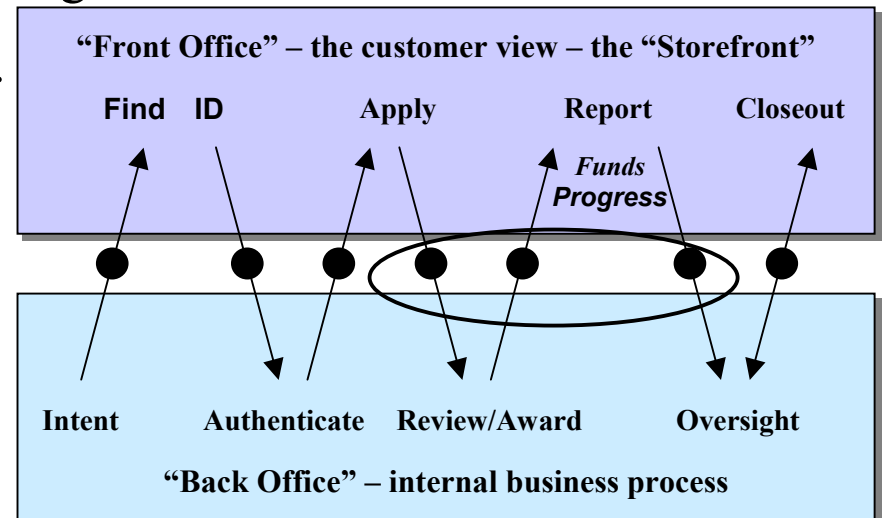
# Lessons Learned

- CCR registration process.
  - Time consuming and required a lot of information.
  - Difficult finding specific codes for mandatory fields.
  - Difficult determining North American Industry Classification System (NAICS) code.
- **Stakeholders need to decide how their activity will request and manage DUNS numbers.**
- Minor problems encountered with:
  - Downloading and submitting application packages.
  - Installation of PureEdge Viewer software.
- Key lessons learned
  - Use the CCR Worksheet and register early.
  - Involve your IT personnel early-- restricted system access.
  - Submit application packages as early as possible.



# Phase II, February 2004 - February 2006

- Provide distinct, incremental segments of functionality.
- Milestones include:
  - Integrate the find and apply mechanisms.
  - Deploy enhancements to find and apply mechanisms.
  - Define data standards for reporting.
  - Deploy reporting functionality.
  - Define data standards for mandatory grant applications.
  - Deploy mandatory grant application functionality.
  - Define version 2 of core data standards.

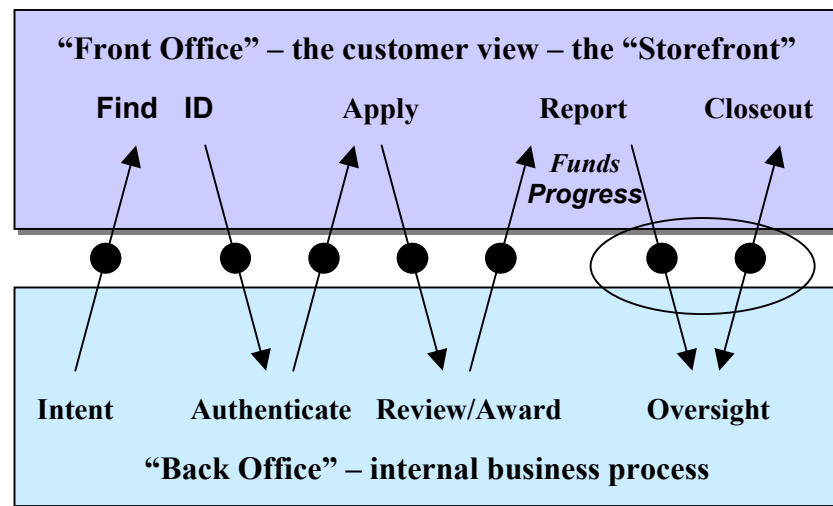




# Phase III, February 2006 –September 2007

Notional

- Grants.gov is in the early, planning stages for Phase III.
  - Distinct, incremental segments of functionality.
  - Benefits to applicants, grantees and agencies.
- Notional Phase III milestones include.
  - Further enhancements to find & apply mechanisms.
  - Enhance reporting mechanism & mandatory grants application mechanisms.
  - Identify version 3 of core data standards.



- Develop closeout data standards.
- Deploy closeout functionality.
- Develop award data standards.
- Deploy award functionality.





# Path Forward

October 1, 2003 – October 31, 2004

- DOE issued policy implementing OMB policy (Oct 28, 03).
  - **Requires applicant's DUNS number be included in application. (Oct 1, 2003).**
  - Requires opportunity notices of discretionary grants be posted to Grants.gov FIND (FedGrants.gov) (Oct 1, 2003).
  - Requires use of standard DOE- wide Funding Opportunity Announcement template (Nov 23, 2003).
- Grants.gov web site went operational (Oct 31, 03).
- EERE posted the GeoPowering The West (CFDA Number 81.117) funding opportunity to Grants.gov (Dec 1, 03).
- EERE conducted initial training sessions (Nov – Dec 03).
- Develop implementation plan (interface and training) with states for transitioning to Grants.gov (Dec 03).



# Path Forward

October 1, 2003 – October 31, 2004

(Continued)

- Grants.gov to run pilot test on Research & Related Cross Agency Data Set (Jan 04 – possibly later).
- Grants.gov to move forward on Phase II (Feb 04).
- DOE to run integration test between DOE IIPS and Grants.gov (Jan 04).
- DOE to develop program specific data standards (FY04).
- EERE to conduct follow-up training sessions (Early summer and fall 04).
- DOE to deploy new Standard Accounting and Reporting System (STARS) (Oct 04).
- Transition the Weatherization Assistance and State Energy Programs to Grants.gov (Oct 04).
- Address drawdown capability for states.



# DOE Formula Grant Processing Current & Anticipated Future for WinSAGA



# Current Processing with WinSAGA

**Start**

**RO Processing**

**Initiates Grant**

- New grant or amendment created in WinSAGA
- Includes basic grant data and anticipated funding information



**State Processing**

**Enters Application**

- Copy & update from last year
- SF424
- Budget
- Budget Explanation
- Master File
- Annual File
- Assurances and Certifications
- Checklist



**Review Application**

- RO reviews application in WinSAGA



**Signs SF424**

- Review application
- SF424 signed electronically
- Transfer access to RO



**Approves Application?**

**If Yes**

- Move on to PR

**If No**

- RO may revise and move on to PR or transfer access to State



**Revises Application**

- Overlays earlier versions



**Signs PR**

- Commitment/reservation data to DISCAS



**Signs Revised Application**

- Re-sign SF424 if any fields have changed
- Transfer access to RO



**Signs NFAA**

- Obligation data to PADS and DISCAS
- Funds available for draw down



**Accepts Grant**

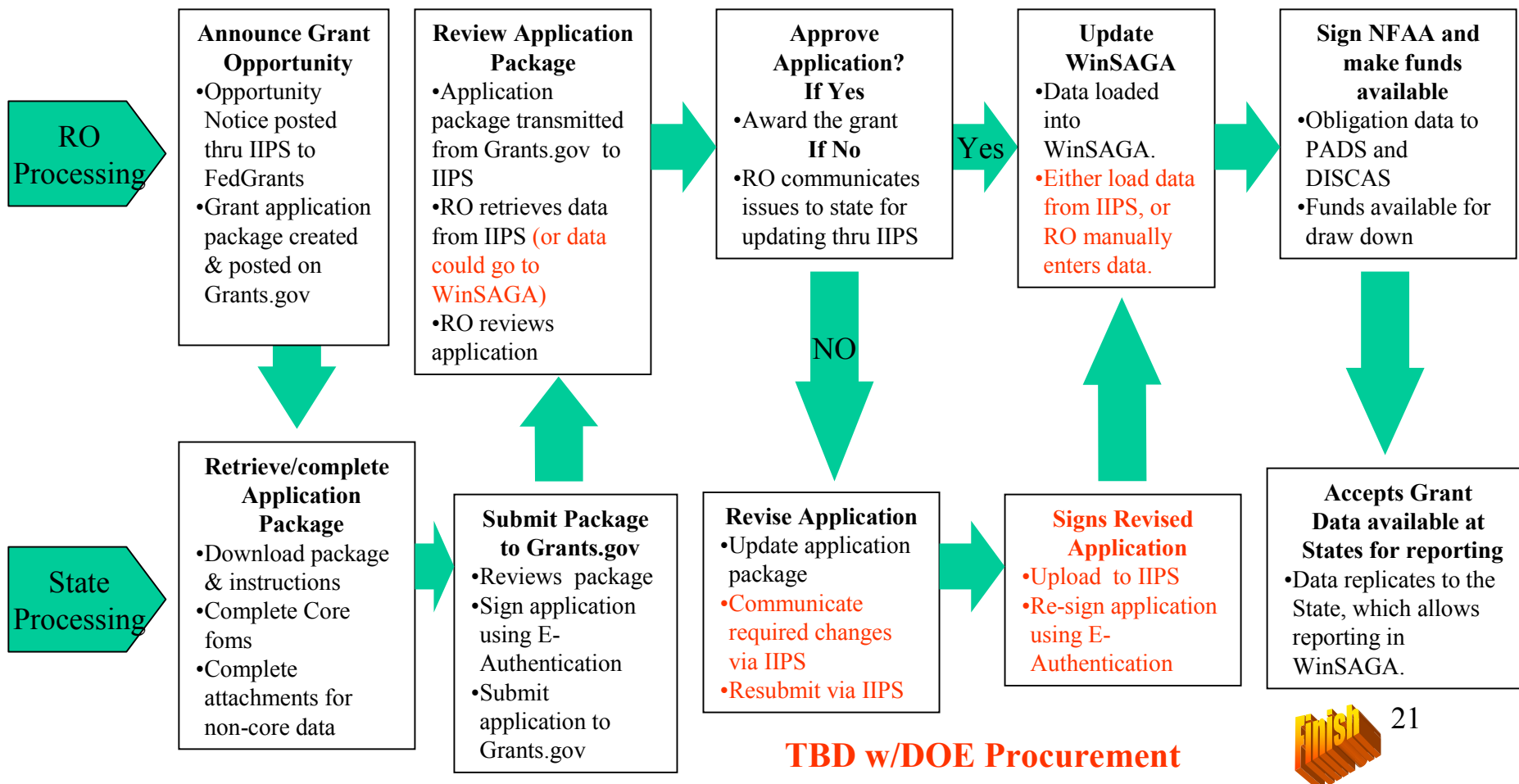
- Grant accepted
- Data ready for reporting in WinSAGA

**Finish**



Start

# Anticipated Future Process with Grants.gov, IIPS, and WinSAGA



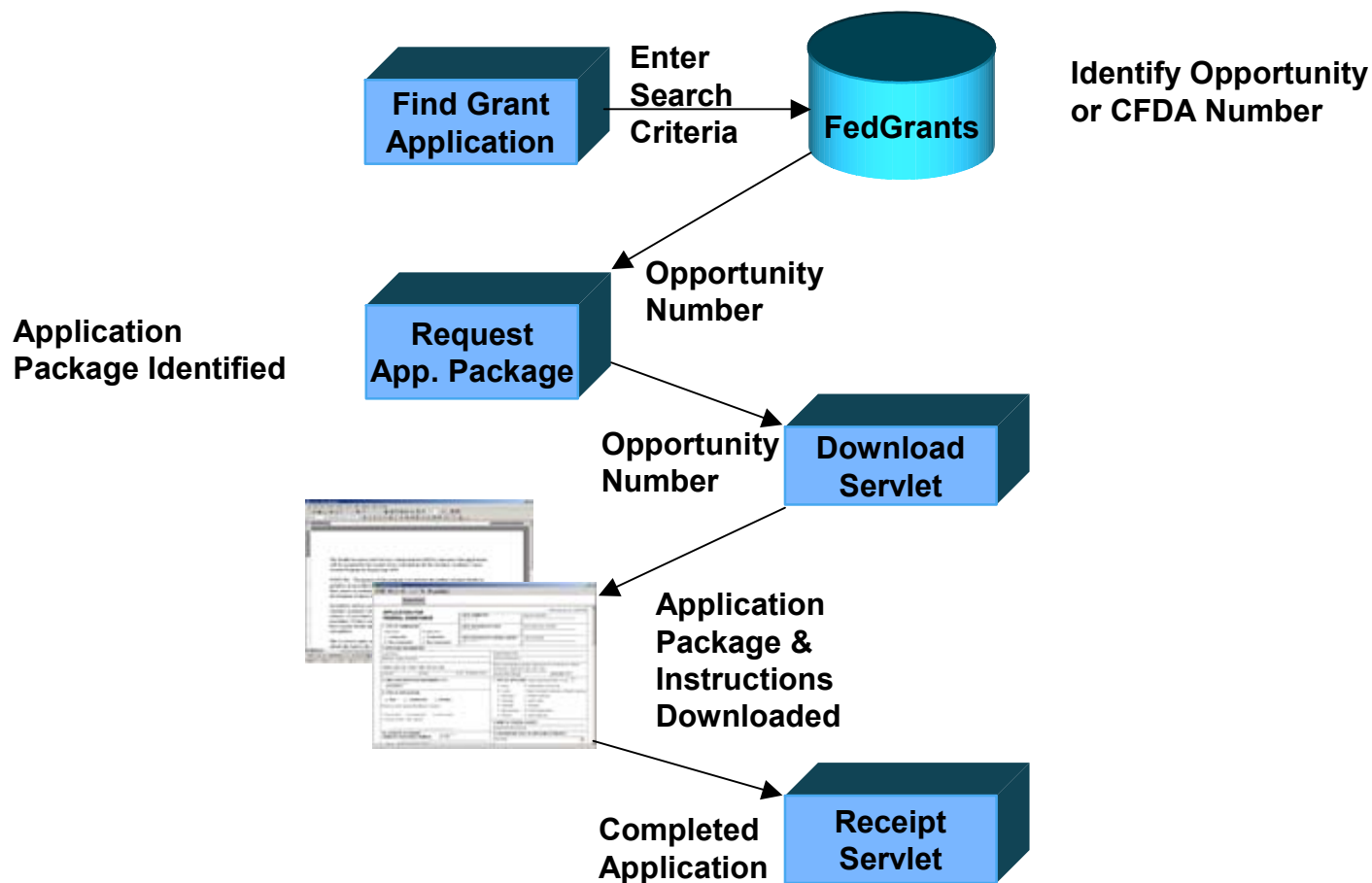


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Energy Efficiency and Renewable Energy

# The Grants.gov Process

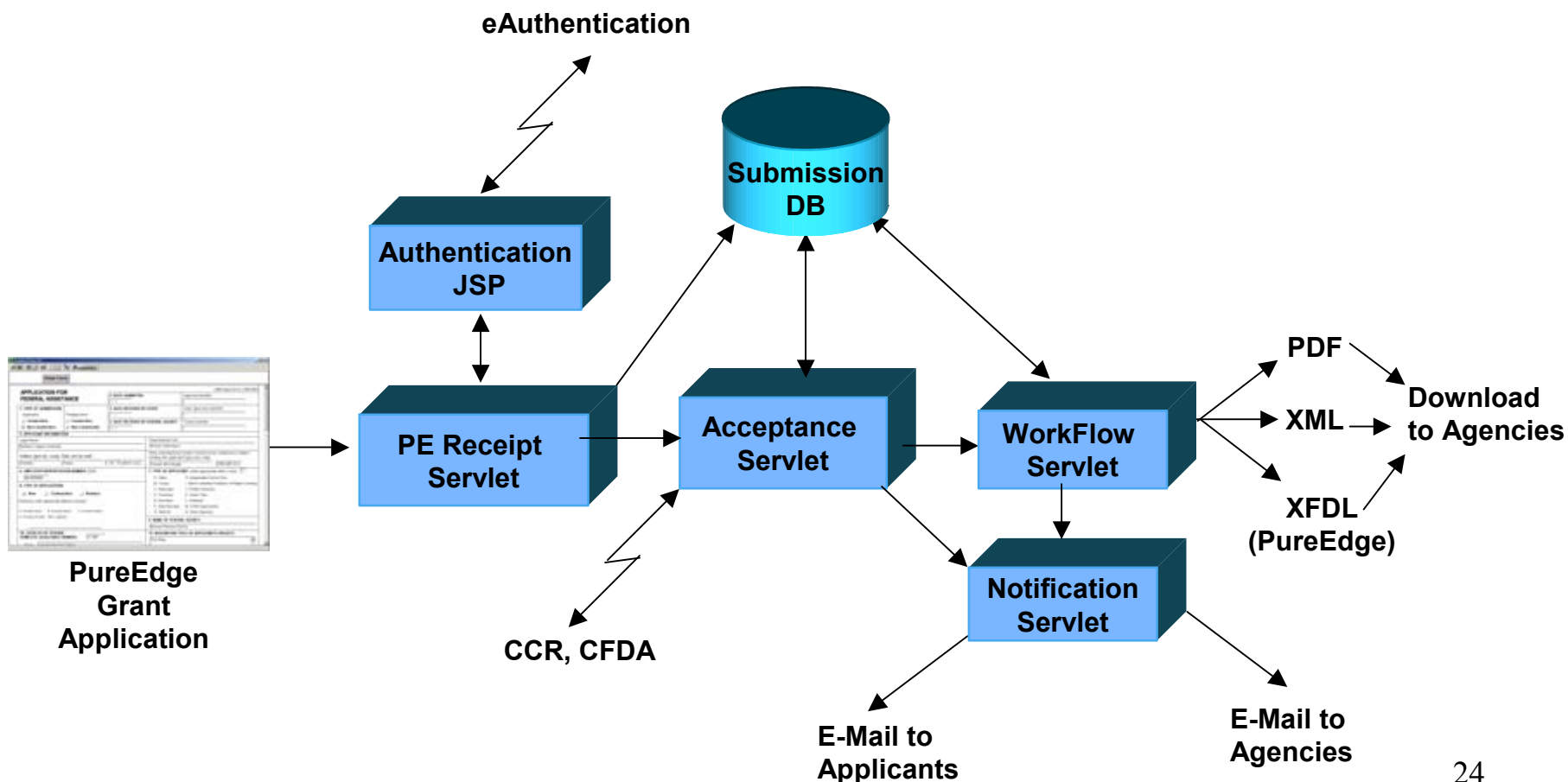


# Basic User Processing Flow





# Basic Submission Processing Flow







# Grants.gov Home Page

Grants.gov - Internet Explorer Provided by Cox High Speed Internet

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites History Print Copy Paste Address Links Norton AntiVirus

GRANTS.GOV<sup>SM</sup>

Tutorial Resources Search For Grantors EBiz Privacy About Us **HELP**

Get Started Find Grant Opportunities Apply For Grants Customer Support

**WHAT'S NEW**

The [Apply for Grants](#) feature is up and running! Finally - a single online source for grant information and the ability to apply for Federal Grants.

The Office of Federal Financial Management recently issued a [policy directive \(.pdf\)](#) requiring

**WELCOME!**

Welcome to Grants.gov!

This site allows organizations to find and apply for competitive grant opportunities from federal agencies. Navigation of the site is easy. Use the links at the top of the screen to access primary sections of the site and links on the left side of the screen to access content within each section.

It is recommended that you begin by completing five Get Started steps. The [Get Started](#) section of the site provides all the information you need to understand and execute these steps, and walks you through the process, step by step.

For assistance, click the [Help](#) button in the upper right corner of any page.

**Recommend that you review the Tutorial and information under the Get Started and Find Grant Opportunities Tabs first.**

Done

Start Grants.gov - Internet... Microsoft PowerPoint - [W... 7:09 PM



# Get Started

**Download Application Viewer**

**Request a DUNS Number**

**Register with CCR**

**Register with the Credential Provider**

**Register with Grants.gov**

**View may be different at the live site**

If you want to find and apply for Federal grants, you must first complete these 5 Get Started steps:

**Get Started Step 1 – Download Application Viewer**  
You will need to download and install the PureEdge Viewer. This small, free program will allow you to access, complete and submit applications electronically and securely.

**Get Started Step 2 – Request a DUNS Number**  
Your organization will need a Data Universal Number System (DUNS) number. If your business is located in the United States, you can request and register for a DUNS number by calling 1-866-705-5711. If your business is located outside of the United States,

**Get Started: Provides information and/or links to appropriate websites to complete the registration process.**



# Download PurEdge Viewer

**GRANTS.GOV<sup>SM</sup>**

Home > Get Started > Download Application Viewer

## Download Application Viewer

You will need to download and install the PureEdge Viewer. This small, free program will allow you to access, complete and submit applications electronically and securely.

### System Requirements

For PureEdge Viewer to function properly, your computer must meet the following system requirements:

- Windows 98, ME, NT 4.0, 2000, XP
- 500 Mhz processor
- 128 MB of RAM
- 40 MB disk space
- Web browser: Internet Explorer 5.01 or higher, Netscape Communicator 4.5 - 4.8, Netscape 6.1, 6.2, or 7

If you do not have a Windows operating system, you will need to

**Download Application Viewer**

**Request a DUNS Number**

**Register with CCR**

**Register with the Credential Provider**

**Register with Grants.gov**

**You do not have to be registered in Grants.gov**

**Link to download the PureEdge Viewer is provided on this page.**



# Request a Duns Number

**GRANTS.GOV<sup>SM</sup>**

Home > Get Started > Request a DUNS Number

## Request a DUNS Number

Your organization will need a Data Universal Number System (DUNS) number.

Call 1-866-705-5711 to request a DUNS number. This will take about 10 minutes. There is no charge.

Have following information ready when you call:

- Name of business
- Business address
- Local phone number
- Name of the CEO/business owner
- Legal structure of the business (corporation, partnership, proprietorship)
- Year business started
- Primary line of business
- Total number of employees (full and part time)

You can request a DUNS number online, but the process can take up to 30 business days to complete. Therefore, we suggest that you do this by phone by calling 1-866-705-5711.

If your business is located in the United States, you can request and register for a DUNS number by calling 1-866-705-5711. If your business is located outside of the United States, call your local [Dun & Bradstreet](#) office.

**Provides information needed to request DUNS Number.**



# Register with CCR

- Need DUNS number to register.
- One-time business registration, with annual updates.
- Applicants must be registered in CCR prior to submitting an application through Grants.gov.
- Processing and activation:
  - 48 or more hours (5 days) for new registration.
  - 24 hours for updating registration.
  - Receive welcome letter or electronic mail notice and a Trading Partner Identification Number (TPIN).
- CCR eBusiness POC responsible for designating agency's Authorized Organization Representative (AOR).
  - Will need Marketing Partner Identification Number (MPIN)



# Register with the CCR

(Continued)

- Use the CCR handbook and template (<http://www.ccr.gov/handbook.cfm>).
- Recommended NAICS codes for States:
  - 624229 – Energy Assistance Programs (WAP).
  - 926110 – Energy Program Administration.
- Recommended SIC codes for States:
  - 8322 – Energy Assistance Programs (WAP).
  - 9611 – Energy Program Administration.
- NAICS/SIC information: <http://www.census.gov/cgi-bin/epcd/srchnaics02defs>
- CCR Assistance Center available at 1-888-227-2423.



# Register with a Credential Provider (1)

- Register through Grants.gov Get Started Tab.
- Operational Research Consultants, Inc. (ORC) selected as credential provider.
  - Only accepted credential provider.
  - ORC helpdesk: 1-800-386-6820 between 7:30 am and 6:00 pm EST or [eauthhelp@orc.com](mailto:eauthhelp@orc.com).
- Interfaces with the CCR.
- Integration via the E-Authentication Gateway after October Launch.
  - Accept other credential providers.



# Register with a Credential Provider (2)

(Continued)

- Individual Registration.
- Information required to register.
  - Organization's DUNS Number;
  - First and Last Name;
  - Date of Birth;
  - Business Address and Phone Number;
  - Home Address and Phone Number; and
  - Primary Email Address.





# Register with a Credential Provider (3)

Grants.gov - Register with Credential Provider - Microsoft Internet Explorer

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Address <https://apply.grants.gov/DrcRegister> Go Links

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Get Started Find Grant Opportunities Apply For Grants Customer Support

Home > Get Started > Register with Credential Provider

## Register with the Credential Provider

In order to safeguard the security of your electronic information, Grants.gov utilizes E-Authentication - the Federal program that ensures secure transactions.

E-Authentication defines the level of trust or trustworthiness of the parties involved in a transaction through the use of Credential Providers. It is the process of determining with certainty that someone really is who they claim to be.

Once you are registered, you will have receive an ID and password to have your grant application forwarded to the appropriate government agency safely and securely.

Registering with a Credential Provider is a simple process. Guidance on this process is included in the tutorial, user guide and help section of this site. Just click on the tutorial, customer support or question mark links above for assistance.

**Enter your organizations DUNS Number.**

Please enter your DUNS Number to Register with the Credential Provider.

DUNS or DUNS +4

Register

Start | Steve Tolbert - I... | Microsoft Power... | Grants.gov - ... | 1:32 PM



# Register with a Credential Provider (4)

**Edit account or password.**

**Recommend you read the Privacy Policy.**

**New/Initial Registration.**

**Get your Credentials here**

**User ID**




# Register with a Credential Provider (5)

ORC eAuthentication User Registration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss Ebates

Address <https://e-auth.user.orc.com/cgi-bin/orcreg/> Go Links >>



**eAuthentication**  
User Registration

- Instructions
- Policies
- General Info
- Agency Applications
- User Administration
- Help Desk
- Privacy Policy
- Home

### ORC eAuthentication User Information

Please provide the following information and click the Submit button at the bottom when finished.

*\* - Field is required*

**First Name: \***  **M.I.:**  **Last Name: \***

**Date of Birth:**  
Month: \*  Day: \*  Year: \*

**SSN:**  *Example: 123-45-6789*

**Job Title:**

**Business Address and Phone Number**

Address1: \*

Address2:

City: \*

State: \*  **Or** Region: \*

**Enter the data requested.**

Done

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# Register with a Credential Provider (6)

ORC eAuthentication User Registration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address <https://e-auth.user.orc.com/cgi-bin/orcreg/> Go Links >>

Zip/Postal Code:  *Required for US. Example: 12345 or 12345-6789*

Country:\*

Phone Number:\*  *For US Ex: 800-555-1234*

**Home Address and Phone Number**

Address1:\*

Address2:

City:\*

State:\*  Or Region:\*

Zip/Postal Code:  *Required for US. Example: 12345 or 12345-6789*

Country:\*

Phone Number:\*  *For US Ex: 800-555-1234*

**Primary Email:** \*

**Secondary Email:**

**Alternate Phone:**  *For US Ex: 800-555-1234*

By clicking the submit button you are confirming that the information you have provided is accurate and complete.

Done

Start | | Re: DUNS - Lot... | Microsoft Power... | ORC eAuth... | 8:09 AM

Enter the data requested.



# Register with a Credential Provider (7)

ORC eAuthentication User Registration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss Ebates

Address <https://e-auth.user.orc.com/cgi-bin/orcreg> Go Links

## eAuthentication

User Registration

- Instructions
- Policies
- General Info
- Agency Applications
- User Administration
- Help Desk
- Privacy Policy
- Home

### ORC eAuthentication User Password

Steve, please provide a password for your account.

*The password must be at least 7 characters long and include at least 3 upper-case, numeric or punctuation characters.*

Enter password:

Re-enter password:

In the event you forget your password, the secret question and answer are used to confirm your identity to allow the password to be reset. Please think of a question to which only you know the answer and provide it below along with the correct answer.

Secret question:

Secret answer:

By clicking the submit button you are agreeing to the [Terms and Conditions](#) posted on this website.

**You will need the password to register with Grants.gov.**

**Do not use , . / # @ \* & or spaces in your password.**

Done

Start | Re: DUNS - Lot... | Microsoft Power... | ORC eAuthe... | 8:13 AM



# Register with a Credential Provider (8)

(Continued)

- Receive ORC eAuthentication Account Confirmation with:
  - UserID. (Assigned by ORC)
  - Name.
  - Date of Birth.
  - Business Address and Phone.
  - Home Address and Phone.
  - Primary Email.
- UserID and Password are needed to register in Grants.gov.



# Register with Grants.gov (1)

- Once you have registered with a Credential Provider and been authenticated, you can register to be a Grants.gov Authorized Organization Representative (AOR).
- Grants.gov Interfaces with the CCR and Credential Provider.
  - Must use the UserID and password that was used to register with the Credential Provider .
  - Provides identifying information and DUNS Number.
  - Grants.gov notifies the CCR E-Business POC for assignment of user privileges.
- As an AOR, you will be authorized to submit grant applications through Grants.gov on behalf of your organization.




# Register with Grants.gov (2)

Grants.gov - Register with Grants.gov - Microsoft Internet Explorer

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Address <https://apply.grants.gov/GrantsgovRegister> Go Links >>

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Tutorial Resources Search For Grantors EBiz Privacy About Us **HELP**

Get Started Find Grant Opportunities Apply For Grants Customer Support

Home > Get Started > Register with Grants.gov

## Register with Grants.gov

Once you have registered with a Credential Provider, you will need to register with Grants.gov as an Authorized Organization Representative (AOR). As an AOR, you will be authorized to submit grant applications through Grants.gov on behalf of your organization.

Guidance on this process is included in the tutorial, user guide and help section of this site. Just click on the [Customer Support](#) tab, [Tutorial](#) link, or [Help](#) button for assistance.

Enter the username and password from registering with the Credential Provider. You will then be asked to provide identifying information and your organization's DUNS number. After you have completed the registration process, Grants.gov will notify the E-Business Point of Contact (POC) for assignment of user privileges.

**Please enter your Username and Password to Register with Grants.gov.**

Username

Password

Register

**Enter UserID and Password received from Credential Provider**

Done

Start | Internet | Steve Tolbert - I... | Microsoft Power... | Grants.gov - ... | 1:49 PM






# Register with Grants.gov (3)

Grants.gov - AOR User Profile - Microsoft Internet Explorer

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Address <https://apply.grants.gov/UserRegistration> Go Links

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Get Started Find Grant Opportunities Apply For Grants Customer Support

Home > Get Started > Register with Grants.gov > AOR User Profile

## Authorized Organization Representative User Profile

As an Authorized Organization Representative (AOR), you will be able to submit grant applications through Grants.gov on behalf of your organization.




































































To register as an AOR, complete all fields below and press the "Submit" button.

**AOR Info:**

First:	<input type="text"/>	Last:	<input type="text"/>
Tel:	<input type="text"/>	Email:	<input type="text"/>
Title:	<input type="text"/>	DUNS#:	<input type="text"/>

Submit Cancel

Done

Start |                                                                    Steve Tolbert - ... Microsoft Power... Grants.gov - ... 8:55 AM



# CCR eBusiness POC Assign AOR Authorities in Grants.gov

- CCR eBusiness POC can not access Grant.gov eBiz until after an AOR has registered under the organization's DUNS Number.
- The CCR eBusiness POC will:
  - Receive an email from Grants.gov after the AOR(s) registers.
  - Login to Grant.gov "Ebiz" using the organizations DUNS Number and Marketing Partner Identification Number (MPIN) from the CCR.
  - Assign authorities authorizing the AOR the authority to submit applications for his organization.



# CCR E-Biz POC (1)

Grants.gov - e-Business Point of Contact Login - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address Links

Tutorial Resources Search For Grantors **EBiz** Privacy About Us HELP

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GRANTS.GOV<sup>SM</sup>

Home > For e-Business Point of Contact

## For e-Business Point of Contact

This section of the site is designed to provide the designated e-Business Point of Contact (POC) organization the capability of designating, or revoking, the privileges of the Authorized Organization Representative (AOR). The AOR is the organization's authorized submitter of a Federal grant application.

You will need to enter your DUNS or DUNS + 4 number and your designated MPIN from the Central Contractor Registry (CCR).

If you do not have an MPIN, please visit [www.CCR.gov](http://www.CCR.gov) for further information on obtaining an MPIN for your organization.

Please enter your DUNS Number and MPIN to login to the Grants.gov system.

DUNS or DUNS + 4  
104177089

MPIN  
\*\*\*\*\*

Login

Click on "EBIZ"

MPIN from CCR: Must be exactly the same, case sensitive

Start | Internet | 3:49 PM



## CCR E-Biz POC (2)

Grants.gov - Grantors - Microsoft Internet Explorer

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Get Started Find Grant Opportunities Apply For Grants Customer Support

Welcome,  
GG-1041770890000  
of DUNS\_1041770890000

[Manage Applicants](#)  
[Logout of Grants.gov](#)

Home > For E-Business POC's

### For e-Business Point of Contact

Welcome to the E-Business Points of Contact section!

The functionality in this section allows use, as an e-Business Point of Contact, to add and revoke Organizational Representative privileges.

**Click on Manage Applicants.**



# CCR E-Biz POC (3)

Grants.gov - Grantors - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss Ebates

Address Links

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Tutorial Resources Search For Grantors EBiz Privacy About Us **HELP**

Get Started Find Grant Opportunities Apply For Grants Customer Support

Welcome,  
GG-1041770890000  
of DUNS\_1041770890000  
[Manage Applicants](#)  
[Logout of Grants.gov](#)

Home > For Grantors > Manage Applicants

### Manage Applicants

Reassign Roles Refresh

AOR Applicants	
<input checked="" type="checkbox"/>	Steve Tolbert

[Check All](#) [Clear All](#)

1. Select person.

2. Click on Reassign Roles.

Start | Internet | 4:07 PM



## CCR E-Biz POC (4)

Grants.gov - Grantors - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss Ebates Address Links

Tutorial Resources Search For Grantors EBiz Privacy About Us HELP

GRANTS.GOV<sup>SM</sup>

Get Started Find Grant Opportunities Apply For Grants Customer Support

Welcome,  
GG-1041770890000  
of DUNS\_1041770890000  
[Manage Applicants](#)  
[Logout of Grants.gov](#)

Home > Grantors > Manage Agency Users > Reassign User Roles

### Reassign User Roles

User Name: Steve Tolbert  
User ID: ORC-stolbert0001

Current Roles:  
No remaining Roles

Remaining Roles:  
Authorized Applicant

>> <<

Continue Cancel Reassign

1. Highlight "Authorized Applicant."

2. Assign roles using bottom arrow button.

3. Click Continue.

Done

Start | Internet | 4:08 PM



# CCR E-Biz POC (5)

Grants.gov - Grantors - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss Ebates Address Links

GRANTS.GOV<sup>SM</sup>

Tutorial Resources Search For Grantors EBiz Privacy About Us HELP

Get Started Find Grant Opportunities Apply For Grants Customer Support

Welcome,  
GG-1041770890000  
of DUNS\_1041770890000

[Manage Applicants](#)

[Logout of Grants.gov](#)

Home > For Grantors > Manage Applicants

### Manage Applicants

Reassign Roles Refresh

AOR Applicants	
	Steve Tolbert

[Check All](#) [Clear All](#)

4. Click Logout.

Start | Internet | 4:19 PM



# CCR E-Biz POC (6)

Grants.gov - Grantors - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss Ebates Address Links

GRANTS.GOV<sup>SM</sup>

Tutorial Resources Search For Grantors EBiz Privacy About Us HELP

Get Started Find Grant Opportunities Apply For Grants Customer Support

Welcome,  
GG-1041770890000  
of DUNS\_1041770890000  
[Manage Applicants](#)  
[Logout of Grants.gov](#)

Home > Grantors > Manage Agency Users > Reassign User Roles

### Reassign User Roles

User Name: Steve Tolbert  
User ID: ORC-stolbert0001

**Current Roles:**

Authorized Applicant

**Remaining Roles:**

No remaining Roles

Continue Cancel Reassign

To reassign roles: login, click on Manage Applicants, select the appropriate applicant, highlight “Authorized Applicant” in the Current Roles box, click on right arrow button which will the “Authorized Applicant” from the Current Roles box to Remaining Roles box. Click continue then logout.





# Register with the DOE Industry Interactive Procurement System (IIPS)

- Not a step in the Grants.gov registration process but required to do business with DOE.
- Why register with DOE IIPS?
  - IIPS is used for communication between DOE Procurement Offices and the applicants and awardees.
  - IIPS is used for electronic notification of amendments to Funding Opportunity Announcements (FOA) (solicitations).
- Full FOAs is also posted on DOE IIPS.
- Register with DOE IIPS at: <http://e-center.doe.gov/> and click on "Register".
- Ensure that the AOR registering in Grants.gov is the person registering in IIPS.



# Verify System Requirements

- PureEdge Viewer system requirements:
  - Windows 98, ME, XP, NT 4.0, 2000\*.
  - Pentium 500 Mhz processor.
  - 128 MB of RAM.
  - 40 MB disk space.
  - Web browser: Internet Explorer 5.01 or higher, Netscape Communicator 4.5-4.8, or Netscape 6.1, 6.2 or 7.
  - \*If you do not have a Windows operating system, you will need to use a Windows Emulation program.
  - Available through [www.grants.gov](http://www.grants.gov) under the “Get Started Tab”.
  - No cost to you.



# Verify System Requirements

(Continued)

- DOE Industry Interactive Procurement System (DOE-IIPS) system requirements:
  - Internet Explorer 6.1 or higher or Netscape 7.0.
  - Available for download at <http://e-center.doe.gov>.
- Involve your information personnel early.



# Find Grant Opportunities

Grants.gov - Find Grant Opportunities - Internet Explorer Provided by Cox High Speed Internet

File Edit View Favorites Tools Help

Address <http://www.grants.gov/Find> Go

Links [Best of the Web](#) [Channel Guide](#) [Cox Communications](#) [Cox HSI Home](#) [Cox Support](#) [Customize Links](#) [Free Hotmail](#) [Internet Start](#)

Norton AntiVirus

GRANTS.GOV<sup>SM</sup>

Tutorial Resources Search **For Grantors** EBiz Privacy About Us [HELP](#)

Get Started **Find Grant Opportunities** Apply For Grants Customer Support

Home > Find Grant Opportunities

**Search Grant Synopses**  
**Receive Grant Opportunity Notification**

**You do not have to be registered in Grants.gov**

**FIND** grant opportunities

Grants.gov provides organizations with the ability to search for Federal government-wide grant opportunities. The Office of Federal Financial Management recently issued a [policy directive \(.pdf\)](#) requiring that all Federal agencies post grant opportunities online as of November 7. Click the [Search Grant Synopses](#) link to begin your search.

Do you want to register to receive email notifications of new grant postings from FedGrants.gov? Click [Receive Grant Opportunity Notification](#).

<http://www.grants.gov/Index>

Internet

Start Microsoft Pow... Grants.gov ... Federal Grants... 7:27 PM



# Search for Opportunities (Synopses)

Grants.gov - Find Grant Opportunities - Search Grants Synopses - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss Ebates Address Links

GRANTS.GOV<sup>SM</sup>

Tutorial Resources Search For Grantors EBiz Privacy About Us **HELP**

Get Started Find Grant Opportunities Apply For Grants Customer Support

Home > Find Grant Opportunities > Search Grants Synopses

## Search Grants Synopses

To perform a full text search for a grant, complete the "Full Text Search" field and click the "Search" button.

You can also perform a search by completing one or more of the additional fields and clicking the "Start Search" button at the bottom of the screen. Once you find an opportunity for which you wish to apply, you will need to record the Funding Opportunity number or CFDA number and enter it manually on the [Download Application Packages](#) screen in the [Apply for Grants](#) section of this site.

For additional help finding a grant, click the [Customer Support](#) tab. Click the [Help](#) button in the upper right corner to get help with this screen.

**Full Text Search:**

**Search In:**

☒ Active Documents

☐ Archived Documents

**Search by Funding Opportunity Number:**

**Dates to Search:**

All Days  
Last 3 Days  
One Week  
Two Weeks  
Three Weeks

**Search by CFDA Number:**

**Search by word, dates, CFDA number, agency, funding activity category, funding opportunity number.**

Done

Start | Internet

7:43 PM



# Example of Search by Agency

Grants.gov - Find Grant Opportunities - Search Grants Synopses - Internet Explorer Provided by Cox High Speed Internet

File Edit View Favorites Tools Help

Address <http://www.grants.gov/FindGrantOpportunities> Go

Links [Best of the Web](#) [Channel Guide](#) [Cox Communications](#) [Cox HSI Home](#) [Cox Support](#) [Customize Links](#) [Free Hotmail](#) [Internet Start](#)

Norton AntiVirus

Three Weeks

**Search by CFDA Number:**

**Search by Funding Activity Category:**

- All Codes
- Agriculture
- Arts (see "Cultural Affairs" in the CFDA)
- Business and Commerce
- Community Development

**Search by Funding Instrument Type:**

- All Codes
- Cooperative Agreement
- Grant
- Other

**Search by Agency:**

- Demo Agency
- Department of Homeland Security
- Department of Commerce
- Department of Defense
- Department of Energy

Show Offices for Selected Agencies

Start Search Clear Form

Done Internet

Start Microsoft Pow... Grants.gov ... Geothermal O... 6:42 PM

**Example of search by Department of Energy**



# Search Results for DOE

Search Results - Internet Explorer Provided by Cox High Speed Internet

File Edit View Favorites Tools Help

Address <http://fedgrants.gov/grants/servlet/SearchServlet/1searchervlet> Go

Links [Best of the Web](#) [Channel Guide](#) [Cox Communications](#) [Cox HSI Home](#) [Cox Support](#) [Customize Links](#) [Free Hotmail](#) [Internet Start](#)

Norton AntiVirus

## FedGrants

Federal Funding Opportunities

### Search Results

[New Search](#) Page

**12/01/2003**

**Agency:** Department of Energy  
**Office:** All Departmental Locations  
**Location:** All DOE Federal Offices  
**Type:** [Grant](#) **Title:** [Geothermal Outreach](#) **Funding Number:** DE-PS36-04GO94006  
**Type:** [Modification2](#) **Title:** [Chemicals and Forest Products Industries of the Future](#) **Funding Number:** DE-PS36-04GO94006

**11/26/2003**

**Agency:** Department of Energy  
**Office:** All Departmental Locations  
**Location:** All DOE Federal Offices  
**Type:** [Modification1](#) **Title:** [52.2004NA25154](#) **Funding Number:** DE-PS52-04NA25154

Done

Start

Internet 6:45 PM

Provides a list of all original or modifications of posted opportunities by date.

Click on Title: Geothermal Outreach to see the individual listing.

Click on Type: Grant to see the full opportunity notice (synopsis).



# Type: Grants -- Full Opportunity Notice

The screenshot shows an Internet Explorer window titled "Geothermal Outreach - Internet Explorer Provided by Cox High Speed Internet". The address bar shows the URL: <http://fedgrants.gov/Applicants/DOE/PAM/HQ/DE-PS36-04G094006/Grant.html>. The page content includes a paragraph about the GeoPowering the West (GPW) effort, followed by a section titled "Agency Contact Person for Electronic Access Problem" with contact information for Matt Barron. Below this is a "Link to Full Announcement" section with a purple link "Click here to view the Opportunity". At the bottom, there are two buttons: "Register to Receive Notification" and "Apply for Grant Electronically". A list of links is provided under the heading "You may return to Grants Opportunities at:". Annotations with arrows point to specific elements: a box labeled "Link to DOE IIPS for opportunity information and full announcement." points to the "using this link." text; a box labeled "Link to register to receive notifications." points to the "Register to Receive Notification" button; and a box labeled "Link to Grants.gov for Application Package." points to the "Apply for Grant Electronically" button.

to supplement the GeoPowering the West (GPW) effort. Through financial assistance awards, DOE intends to provide financial support to States in the Denver and Seattle Regions ONLY, which include Denver (LA, TX., OK, NM, CO, UT, WY, MT, SD, ND, NE) and Seattle (AK, HI, WA, OR, ID, NV, CA, AZ, American Samoa, Guam, and the Northern Mariana Islands) Regions. This program is authorized under provisions of the ?Geothermal Energy Research, Development, and Demonstration Act of 1976,? PL 93-410; Renewable Energy and Energy Efficiency Technology Competitiveness Act of 1989, P.L. 101-218; and the Energy Policy Act of 1992, P.L. 102-486, Title XII.

**Agency Contact Person for Electronic Access Problem**

If you have any problems linking to the fundingopportunity please contact the IIPS HelpDesk [using this link.](#) Contact the DOE Contract Officer with questionsregarding the funding opportunity [Matt Barron](#)

**Link to Full Announcement**

[Click here to view the Opportunity](#)

Register to Receive Notification

Apply for Grant Electronically

**You may return to Grants Opportunities at:**

- DOE PAM listed by [\[Posted Date\]](#)

**Link to DOE IIPS for opportunity information and full announcement.**

**Link to register to receive notifications.**

**Link to Grants.gov for Application Package.**





# Link to DOE IIPS Information

**Funding Opportunity DE-PS36-04G094006 - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss Ebates Address Links

**DOE Financial Assistance**

**IIPS Financial Assistance Opportunity**

[Click here for Printer Friendly version of this form ->](#)

**Agency Information**

Agency Name: U.S. Department of Energy

Requiring Activity: Golden Field Office (GO)

**Opportunity Information**

Funding Opportunity Title: Geothermal Outreach

Funding Opportunity Number: DE-PS36-04G094006

[CFDA Code](#): 81.117

**CFDA Title**: Energy Efficiency and Renewable Energy Information Dissemination, Outreach, Training and Technical Analysis/Assistance

**Time Zone for Due Date Times**: Eastern Time

**Application Due Date**: 03/15/2004

**Application Due Time**: 08:00 PM

**Application Due Date Explanation**: In order for the Geothermal Technologies Program to meet programatic requirements.

**Grant Officer Name**: Matt Barron

**Grant Officer Phone**: FAX 303-255-4788

**Grant Officer E-mail**: [tammie.lawler@ee.doe.gov](mailto:tammie.lawler@ee.doe.gov)

**Provides opportunity information and full announcement.**

Done

Start | Internet | 8:32 AM



# Title: Geothermal Outreach -- Individual Listing

Geothermal Outreach - Internet Explorer Provided by Cox High Speed Internet

File Edit View Favorites Tools Help

Address <http://fedgrants.gov/Applicants/DOE/PAM/HQ/DE-PS36-04GO94006/listing.html> Go

Links [Best of the Web](#) [Channel Guide](#) [Cox Communications](#) [Cox HSI Home](#) [Cox Support](#) [Customize Links](#) [Free Hotmail](#) [Internet Start](#)

Norton AntiVirus

---

**FedGrants**  
*Federal Funding Opportunities*

---

**Department of Energy**



**Grant Opportunities**

**Office :** All Departmental Locations  
**Location :** All DOE Federal Offices

---

**Fund number :** DE-PS36-04GO94006  
**Title :** Geothermal Outreach

---

[Grant](#) - Posted on Dec 01, 2005

Click on Grants to see the complete notice.

Register to Receive Notification

Click to register to receive notifications.

Done Internet 6:50 PM



# Receive Grant Opportunity Notifications

Grants.gov - Find Grant Opportunities - Receive Grant Opportunity Notification - Internet Explorer Provided by Cox High Speed I

File Edit View Favorites Tools Help

Address <http://www.grants.gov/ReceiveGrantOpportunityNotification> Go

Links [Best of the Web](#) [Channel Guide](#) [Cox Communications](#) [Cox HSI Home](#) [Cox Support](#) [Customize Links](#) [Free Hotmail](#) [Internet Start](#)

Norton AntiVirus

GRANTS.GOV<sup>SM</sup>

Tutorial Resources Search For Grantors EBiz Privacy About Us HELP

Get Started Find Grant Opportunities Apply For Grants Customer Support

Home > Find Grant Opportunities > Receive Grant Opportunity Notification

## Receive Grant Opportunity Notification

### Federal Grants Notification Service

**Disclaimer:** This service is provided for convenience only and does not serve as a guarantee of notification. Subscribers to this list service are ultimately responsible for reviewing the [Federal Grants Opportunities](#) site for all information relevant to desired funding opportunities.

Sign up to receive grants announcements from the Federal Grants Opportunities (FGO) site. After subscribing, you will receive announcements of both new grants and modifications of existing grant announcements.

Four options are available:

1. Register to receive all notices for [selected notices based on funding opportunity number](#).
2. Register to receive all notices from [selected agencies and categories of funding activities](#).
3. Register to receive all notices from [selected interest and eligibility groups](#).
4. Register to receive [all grants notices](#).

Users of this service may add new subscriptions or [unsubscribe](#) from all subscriptions at any time.

To **remove** one or more subscriptions, first [unsubscribe](#) from all subscriptions, then re-subscribe to the

Select one or more.



# Register for Opportunity Notices

Grants.gov - Find Grant Opportunities - Receive Grant Opportunity Notification - Federal Grants - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss Ebates

Tutorial Resources Search For Grantors EBiz Privacy About Us HELP

GRANTS.GOV<sup>SM</sup>

Get Started Find Grant Opportunities Apply For Grants Customer Support

Home > Find Grant Opportunities > Receive Grant Opportunity Notification > Federal Grants Notification Service Subscription Form

[Search Grant Synopses](#)  
[Receive Grant Opportunity Notification](#)

## Federal Grants Notification Service Subscription Form

**Disclaimer:** This service is provided for convenience only and does not serve as a guarantee of notification. Subscribers to this list service are ultimately responsible for reviewing the [Federal Grants Opportunities](#) site for all information relevant to desired funding opportunities.

Your E-mail address:\* (Use full email address in the form of account@mailserver; ex: testacct@aol.com)

Funding Opportunity Number:

Subscribe to Mailing List

\*Required

Email Address.

Funding Opportunity Number.

Example of registering to receive notification a specific funding opportunity number.

Start | Internet | Steve Tolber... | Microsoft Po... | Grants.go... | 4:25 PM



# Apply For Grants

Grants.gov - Apply for Grants - Microsoft Internet Explorer

File » | Address Links »

Tutorial Resources Search For Grantors EBiz Privacy About Us HELP

Get Started Find Grant Opportunities **Apply For Grants** Customer Support

GRANTS.GOV<sup>SM</sup>

Home > Apply for Grants

**APPLY** for grants

Have you completed the five [Get Started](#) steps? Remember - before applying for a grant, you need to complete all of them. You will not be able to apply for a grant if you have not completed each of these steps.

Do you have the Funding Opportunity and/or CFDA number of the grant for which you want to apply? You need it to apply for a grant.

If you have completed the 5 [Get Started](#) steps and you have the Funding Opportunity and/or CFDA number, you are ready to apply for grants through Grants.gov. It is a 3 step process:

**[Apply Step 1 – Download a Grant Application Package and Application Instructions](#)**  
You will need to enter the Funding Opportunity and/or CFDA number to access the application package and instructions. Click [Grants.gov Programs List](#) to access CFDA numbers for programs with applications currently available on Grants.gov.

**[Apply Step 2 – Complete the Selected Grant Application Package](#)**  
You can complete the application offline. Everything you need to know is included in the application package and instructions.

**[Apply Step 3 – Submit a Completed Grant Application Package](#)**  
You will submit the application online. You will need to log into Grants.gov using the username and password you entered when you registered with a Credential Provider to submit the application.

For more information about these steps, click the corresponding links above or on the left of the screen.

For additional help, click the [Customer Support](#) tab at the top of the screen.

Download Application Package  
Complete Application Package  
Submit Application Package

Start | Internet | > Grant... | Microso... | DOE Pr... | Grant... | 7:30 PM



# Download Application Package (1)

Grants.gov - Download Application Package - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss Ebates Address Links

GRANTS.GOV<sup>SM</sup>

Tutorial Resources Search For Grantors EBiz Privacy About Us HELP

Get Started Find Grant Opportunities Apply For Grants Customer Support

Home > Apply for Grants > Download Application Package

## Download Application Package

To download an application package, enter the appropriate CFDA Number and/or Funding Opportunity Number and click the "Download Package" button.

CFDA Number:

Funding Opportunity Number:

If you do not remember the Funding Opportunity Number for the grant opportunity for which you want to apply, return to the "Find Grant Opportunities" section to locate the grant opportunity and then return to this screen to enter the number to find the appropriate application package.

**You do not have to be registered in Grants.gov to download an application.**

Done

Internet

Start | Re: ... | Micr... | DOE... | Gr... | 7:55 PM



## Download Application Package (2)

**GRANTS.GOV<sup>SM</sup>**

Tutorial Resources Search For Grantors EBiz Privacy About Us **HELP**

Get Started Find Grant Opportunities Apply For Grants Customer Support

Home > Apply for Grants > Forms & Applications > Selected Grant Applications for Download

### Selected Grant Applications for Download

Download the application and its instructions by selecting the corresponding download link. Save these files to your computer for future reference and use. You do not need Internet access to read the instructions or to complete the application once you save them to your computer.

Below is a list of the application(s) currently available for the CFDA and/or Funding Opportunity Number that you entered.

To download the application instructions or package, click the corresponding download link. You will then be able to save the files on your computer for future reference and use.

CFDA #	Opportunity #	Agency	Instructions	Application
47.050	12386	Walkthrough Agency	<a href="#">download</a>	<a href="#">download</a>
47.050	123456789	Walkthrough Agency	<a href="#">download</a>	<a href="#">download</a>
47.050	34	Walkthrough Agency	<a href="#">download</a>	<a href="#">download</a>
47.050	2277	Walkthrough Agency	<a href="#">download</a>	<a href="#">download</a>
47.050	AS123	Agency-GrantsGovAdmin	<a href="#">download</a>	<a href="#">download</a>
47.050	13579	Test Agency Group	<a href="#">download</a>	<a href="#">download</a>
47.050	0924	Walkthrough Agency	<a href="#">download</a>	<a href="#">download</a>
47.050	TEST2	Walkthrough Agency	<a href="#">download</a>	<a href="#">download</a>
47.050	HHS-GRANTS-2003-TEST-ACF-OC801	Walkthrough Agency	<a href="#">download</a>	<a href="#">download</a>
47.050	062476	Department of Health and Human Services	<a href="#">download</a>	<a href="#">download</a>
47.050	TD1USER3	Training Day 1	<a href="#">download</a>	<a href="#">download</a>

Done

Start | My Computer | 5:54 PM

**CFDA number was used to locate opportunity.**





# Download Application Package (3)

Download Grant Applications - Internet Explorer Provided by Cox High Speed Internet

File Edit View Favorites Tools Help

Address <http://apply.grants.gov/GetGrant> Go

Links [Best of the Web](#) [Channel Guide](#) [Cox Communications](#) [Cox HSI Home](#) [Cox Support](#) [Customize Links](#) [Free Hotmail](#) [Internet Start](#)

Norton AntiVirus

Home > Apply for Grants > Forms & Applications > Selected Grant Applications for Download

## Selected Grant Applications for Download

Download the application and its instructions by selecting the corresponding download link. Save these files to your computer for future reference and use. You do not need Internet access to read the instructions or to complete the application once you save them to your computer.

Below is a list of the application(s) currently available for the CFDA and/or Funding Opportunity Number that you entered.

To download the application instructions or package, click the corresponding download link. You will then be able to save the files on your computer for future reference and use.

CFDA #	Opportunity #	Agency	Instructions	Application
81.117	DE-PS36-04G094006	Golden Field Office	<a href="#">download</a>	<a href="#">download</a>

Opportunity number was used to locate opportunity.

Download both instructions and application.

Done

Start | Micro... | Grant... | Geot... | Geot... | Do... | 7:06 PM





# Application Instructions

Download Opportunity Application Instructions - Internet Explorer Provided by Cox High Speed Internet

File Edit View Favorites Tools Help

Address <http://apply.grants.gov/UpdateOffer?action=instructions&id=12> Go

Links Best of the Web Channel Guide Cox Communications Cox HSI Home Cox Support Customize Links Free Hotmail Internet Start

Norton AntiVirus

## Download Opportunity Application Instructions

You have chosen to download the application instructions for the following opportunity:

**CFDA Number:** 81.117: Energy Efficiency and Renewable Energy Information Dissemination, Outreach, Training and Technical Analysis/Assistance  
**Opportunity Number:** DE-PS36-04G094006: Geothermal Outreach  
**Agency:** Golden Field Office  
**Opening Date:** 12/01/2003  
**Closing Date:** 03/15/2004

If you would like to be notified of any changes to this opportunity please enter your e-mail address below, and you will be e-mailed in the event this opportunity is changed and republished on Grants.gov before its closing date.

Download the application instructions by selecting the download link below. While the instructions file may open directly, you may save the file to your computer for future reference and use. You do not need Internet access to read the instructions once you save it to your computer.

[Download Application Instructions](#)

Enter email address to receive notification of changes.

Click to download the full opportunity announcement.

Done

Start | Mic... Gra... Ge... Ge... D... | Internet 7:17 PM



# Application Package

**Download Opportunity Application Package - Internet Explorer Provided by Cox High Speed Internet**

File Edit View Favorites Tools Help

Address <http://apply.grants.gov/UpdateOffer?action=package&id=12> Go

Links [Best of the Web](#) [Channel Guide](#) [Cox Communications](#) [Cox HSI Home](#) [Cox Support](#) [Customize Links](#) [Free Hotmail](#) [Internet Start](#)

Norton AntiVirus

## Download Opportunity Application Package

You have chosen to download the application package for the following opportunity:

**CFDA Number:** 81.117: Energy Efficiency and Renewable Energy Information Dissemination, Outreach, Training and Technical Analysis/Assistance  
**Opportunity Number:** DE-PS36-04G094006: Geothermal Outreach  
**Agency:** Golden Field Office  
**Opening Date:** 12/01/2003  
**Closing Date:** 03/15/2004

**Enter email address to receive notification of changes.**

If you would like to be notified of any changes to this opportunity please enter your e-mail address below, and you will be e-mailed in the event this opportunity is changed and republished on Grants.gov before its closing date.

Download the application package by selecting the download link below. While the package file may open directly, you may save the file to your computer for future reference and use. You do not need Internet access to complete the application once you save it to your computer.

**Download Application Package**

**Click to download the application package.**

Done Internet

Start Microsoft Pow... Grants.gov - D... Download ... 8:12 PM



# Complete the Application Package

**Submission**

Submit Save Print Cancel

**GRANTS.GOV™**

**Grant Application Package**

**Opportunity Title:** Geothermal Outreach  
**Offering Agency:** Golden Field Office  
**CFDA Number:** 81.117  
**CFDA Description:** Energy Efficiency and Renewable Energy Information Diss  
**Opportunity Number:** DE-PS36-04G094006  
**Competition ID:**  
**Opportunity Open Date:** 12/01/2003  
**Opportunity Close Date:** 03/15/2004  
**Agency Contact:** Tammie Lawler  
Contract Specialist  
E-mail: tammie.lawler@go.doe.gov

**This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.**

**If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.**

**\* Application Filing Name:**

**Mandatory Documents**

Budget Information for Non-Construction Programs (SF-424A)  
Project Narrative Attachment Form  
Other Attachments Form  
Application for Federal Assistance (SF-424)

Move Form to Submission List  
Move Form to Documents List

**Mandatory Completed Documents for Submission**

Open Form

**Optional Documents**

Move Form to Submission List

**Optional Completed Documents for Submission**

Open Form

Start | Exploring - Rem... | Submission | Microsoft Power... | 8:05 AM



# Sample Grants.gov SF424

Standard Form 424

Close Form

Click left "?" to activate instructions.

**APPLICATION FOR FEDERAL ASSISTANCE**

1. TYPE OF SUBMISSION:

Application  
☐ Construction  
☒ Non-Construction

Preapplication  
☐ Construction  
☐ Non-Construction

2. DATE SUBMITTED  
//

3. DATE RECEIVED BY STATE  
//

4. DATE RECEIVED BY FEDERAL AGENCY  
//

Applicant Identifier  
State Application Identifier  
Federal Identifier

5. APPLICANT INFORMATION

Organizational Unit:

\* Legal Name:

\* Organizational DUNS:

Address:

\* Street1:

Street2:

\* City:  County:

\* State:  \* Zip Code:  \* Country:  USA

6. \* EMPLOYER IDENTIFICATION NUMBER (EIN):  
-

7. \* TYPE OF APPLICANT:

8. TYPE OF APPLICATION:  
☒ New ☐ Continuation ☐ Revision  
If Revision, enter appropriate letter(s) in box(es)  
A. Increase Award B. Decrease Award C. Increase Duration  
D. Decrease Duration Other (specify):

9. \* NAME OF FEDERAL AGENCY:  
Golden Field Office

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE  
Enter the organization's DUNS number (received from Dun and Bradstreet). It is a 9 digit number or a 13 digit number.

Yellow fields are mandatory.



# Sample Attachments

**Program Narrative Attachment**

Mandatory ☒ [Close Form](#)

**Program Narrative File(s)**

---

Attachment?: ☒ [Add Program Narrative](#) [Delete Program Narrative](#) [View Program Narrative](#)

**NOTE: There are three types of documents that can be uploaded to an application package: PDFs, Word Documents and Text Documents.**



# Submit Application Package (1)

**Submission**

Submit Save Print Cancel

GRANTS.GOV™

**Grant Application Package**

Opportunity Title: td1  
Offering Agency: Training Day 1  
CFDA Number: 47.050  
CFDA Description: Geosciences  
Opportunity Number: TD1A  
Opportunity Open Date:   
Opportunity Close Date:   
Agency Contact: Kristina Rosenbaum  
content development  
E-mail: kristina.rosenbaum@edcomm.com

This electronic grants application is intended to be used to apply for the below referenced funding opportunity.  
If this is not the correct funding opportunity, cancel this application, determine which funding opportunity you are interested in, and download the appropriate application package.

Required documents that you must fully complete before you can submit this application are listed in the Required Documents box. To open a form, highlight it and click the Open Form button. More detailed instructions are provided below the list of documents.  
Please note that required fields are designated with an asterisk (\*).

\* Application Filing Name: Application Package Grants.gov

The Open Form Button will open the individual Forms. However, to complete and submit this Grant Application Package, you must select and move the completed form to the appropriate "Completed Documents for Submission" List.

**Submit button becomes active when all forms have been completed and attached.**

Move Form to Submission List  
Move Form to Documents List

**Mandatory Completed Documents for Submission**

- Budget Information for Construction Programs (SF-424C)
- Assurances for Non-Construction Programs (SF-424B)
- Budget Information for Non-Construction Programs (SF-424A)
- Application for Federal Assistance (SF-424)

Open Form



## Submit Application Package (2)

**Grants.GOV™** **Grant Application Package**

### Application Submission Verification

Opportunity Title:	td1
Offering Agency:	Training Day 1
CFDA Number:	47.050
CFDA Description:	Geosciences
Opportunity Number:	TD1A
Opportunity Open Date:	
Opportunity Close Date:	
Application Name of this Submission:	Application Package Grants.gov

**Review summary data to insure you are submitting the correct application.**

**Do you wish to submit this Application?**

Please review the summary provided to ensure that the information listed is correct and that you are submitting an application to the opportunity for which you want to apply.

If you want to submit the application package for the listed funding opportunity, click the "Yes" button. After clicking the "Yes" button, you will need to access the internet to finish the submission process and log into the Grants.gov website.

If you do want to submit the application at this time, click the "No" button. You will be returned to the previous page where you can make changes to the required forms and documents. If this is not the application for

**Yes** **No**



# Submit Application Package (3)

Grants.gov - Applicant Login - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss Ebates

Address C:\WINDOWS\TEMP\PE\_TMP\_0002t611xw041t.htm Go

Links Best of the Web Channel Guide Customize Links Free HotMail Internet Start Microsoft Windows Update Windows Web Events Windows Media

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Get Started Find Grant Opportunities Apply For Grants Customer Support

GRANTS.GOV<sup>SM</sup>

Welcome to the section of the site that is dedicated to Federal Government grant applicants.

To submit your application, please enter your Username and Password in the box below and then press the Login button.

To log out of the system, simply close your browser window from the Receipt Confirmation page.

Please enter your Username and Password to login to the Grants.gov system.

Username

Password

Login

The AOR will login to Grants.gov.

You must be registered in Grants.gov

Done Start My Computer 5:47 PM





# Submit Application Package (4)

E:\Screen shots\4 Submission Confirmation.jpg - Microsoft Internet Explorer

Submission Confirmation - Microsoft Internet Explorer provided by The Edcomm Group

Address: http://testapply.row.com/GGProcessServlet;jsessionid=1qo63Bk1wQeIjs2VXdN2Iduzu936ZtGfHugSwxLVZ2LH9wXDf1Bm!-497019202

GRANTS.GOV<sup>SM</sup>

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Get Started Find Grant Opportunities Apply For Grants Customer Support

Home > Apply for Grants > Confirmation

### Confirmation

Your application has been received by Grants.gov. The following information was generated by the system:

<b>Grants.gov Tracking Number :</b>	GRANT00000509
<b>CFDA Number :</b>	47.050
<b>CFDA Description :</b>	Geosciences
<b>Funding Opportunity Number :</b>	TD1A
<b>Funding Opportunity Description :</b>	td1
<b>Application Name of this Submission :</b>	Training Day 1
<b>Date/Time of Receipt :</b>	2003.11.08 10:27 AM, EST

It is suggested you Save and/or Print this response for your records.

CLOSE

Record this number so that you may refer to it should you need to contact Customer Support.

Done

Start | My Computer | 5:52 PM



# Activities After Submission

- DOE will be notified and will retrieve the application and assign a DOE tracking number.
- DOE will download applications into DOE IIPS.
- DOE will use DOE IIPS to:
  - Notify applicants of amendments to Funding Opportunity Announcements (solicitations).
  - Review applications or conduct merit reviews.
  - Communicate between the DOE Contracting Office, applicant and the Grantee.
    - Respond to questions submitted by the potential applicants.
    - Provide awardee's Notice of Financial Assistance Award via the Award Notification feature in IIPS.



# Applicant Preparation for Grants.gov

- Visit the Grants.gov web site.
  - Read the “Get Started Tab” material.
  - Read the Tutorial and User Guide.
- Get a DUNS number.
- Register with the CCR.
- Acquire high speed internet access.
- Verify hardware and software requirements and system permissions.
- Download/update the PureEdge 6.0 Viewer.
- Register with Credential Provider (eAuthentication).
- Register with Grants.gov as a Authorized Organization Representative.
- Register with DOE IIPS.



# Applicant Preparation for Grants.gov

(Continued)

- CCR eBusiness POC will need to assign AOR authority in Grants.gov.
- Utilize FedGrants or Grants.gov Find to find grant opportunities (discretionary grants).
  - FedGrants, Receive Grant Opportunity Notification Service.
- State Offices should work with Program Managers and Regional Offices on reviewing grant requirements and transitioning to Grants.gov.
- States should contact the State Treasury Office on potential changes in receiving grant funds.
- Do not get upset with the system because it will change some.



# Questions and Answers

Question: How long will it take to register with Grants.gov?

Answer:

- You can get a DUNS Number in about 10 minutes.
- You may register with the CCR immediately after you receive the DUNS Number.
- You should wait up to 6 business days after you complete your CCR registration before you register with the credential provider.
- You may register with the Grant.gov immediately after you register with the credential provider.
- The CCR eBusiness POC can not enter Grants.gov eBiz until after an AOR registers against the organizations DUNS Number.



# Questions and Answers

(Continued)

**Question:** Approximately when will formula (mandatory) and discretionary grant funding opportunity notices (synopses) be posted to grants.gov?

**Answer:**

- As of October 1 2003, discretionary grant and cooperative agreement funding opportunity notices are required to be posted to FedGrants.gov using the standard data elements.
- The OMB policy has not been published, however, we anticipate mandatory funding opportunity notices being posted in January 2004.
- A *Federal Register* Notice is still required. DOE is in the process of amending 10 CFR 600.8, but can not publish the rule until OMB has issued its final policy on Grants.gov FIND.
- DOE plans to require program offices to continue publishing solicitation notices in the *Federal Register* through December 31, 2003.
- The synopses are posted to FedGrants.gov using IIPS.



# Questions and Answers

(Continued)

**Question:** Approximately when will mandatory and discretionary grant FOAs (solicitations) be posted to Grants.gov?

**Answer:**

- Other Federal agencies will begin posting mandatory and discretionary grant Funding Opportunity Announcements to Grants.gov beginning October 31, 2003.
- The GeoPowering The West requirement is the only FOA scheduled to be posted by EERE in FY2004.
- EERE plans to transition the State Weatherization and State Energy Programs to Grants.gov beginning in October 2004 for FY2005.
- EERE WAP and SEP program managers are working with the Regional Offices and States to develop transition plans and milestones.
- Decisions to transition other EERE programs have not been made.



# Questions and Answers

(Continued)

Question: Approximately when will States and Stakeholders have to apply for mandatory and discretionary grants on Grants.gov?

Answer:

- When the funding opportunity announcement indicate applications will be submitted using Grants.v then applicants must apply using Grants.gov.
- October 2004, for EERE program announcements except for the GeoPowering The West, which is December 1, 2003 - March 15, 2004.
- Use of Grants.gov for other EERE discretionary FOA in FY2004 has not been determined and is subject to change.





# Questions and Answers

(Continued)

Question: Approximately when will States and Stakeholders handle their post-award activities through Grants.gov?

Answer:

- The Grants.gov post-award activities module has not been developed.
- Development of financial and progress reports standard data elements and deployment of the reports application package are scheduled for Phase II, February 2004 through February 2006.
- Development of the oversight and closeout functions are scheduled for Phase III, February 2006 through September 2007.
- A detailed schedule has not been published by the Grants Program Management Office.



# Questions and Answers

(Continued)

Question: How (and for how long) will WinSAGA be used through this e-gov progression?

Answer:

- We don't know yet.
- We are identifying and working the issues.
  - Our first big challenge is when I-MANAGE STARS replaces DISCAS and MARS in October 2004. I-MANAGE is not funding an interface between WinSAGA and STARS. (State drawdown issue.)
  - How will the EERE Corporate Planning System be used with SEP and WAP.
  - How do we get the Grants.gov data thru DOE IIPS and into WinSAGA?
  - How will amendments be handled?



# Questions and Answers

(Continued)

Question: How (and for how long) will DOE IIPS be used through this e-gov progression?

Answer:

- Applications submitted to Grants.gov will be downloaded into DOE IIPS.
- DOE IIPS will be used as it is currently used for posting FOAs, application review, merit review and communication between the DOE Procurement Offices and the applicant and grantee.
- DOE IIPs will be used until it is replaced by the I-MANAGE eProcurement system somewhere in FY2006/07.



# Questions and Answers

(Continued)

Question: Do I still need to get a DUNS Number even though I am not currently submitting applications through Grants.gov?

Answer:

- Yes.
- All applications for new or renewal grants or cooperative agreements received on or after October 1, 2003, including applications or plans submitted under mandatory grant programs, must include the applicant's DUNS Number whether or not the application is being submitted through Grants.gov.
- You must have a DUNS Number to register for Grants.gov.
- If you change information on a basic award (regardless of the year), then it must pass all the FY 2004 edits and have all the required data fields entered which includes the DUNS Number.



# Questions and Answers

(Continued)

**Question:** Why do I need to provide my home address and phone number when registering with the Credential Provider?

**Answer:**

- This is explained in the ORC Privacy Policy located at <http://e-auth.orc.com>.



# Grants.gov Customer Support

- Weekdays: 7:00 am – 9:00 pm, EST.
- Help Desk – email & phone support.
  - Email, [support@grants.gov](mailto:support@grants.gov).
  - Phone, (800) 518-GRANTS.
- User Guides, Tutorial, FAQs, Quick Reference Guide, Contextual Help.



# Web Site and Phone Information

- Animated Overview of Grants.gov, Fact Sheets, Mission, & Goals: <http://www.grants.gov/WhatIs>
- Business Partner Network (BPN): [www.bpn.gov](http://www.bpn.gov)
- CCR: [www.ccr.gov](http://www.ccr.gov), 1-888-227-2423 (24 hours, 7 days a week).
- Credential Provider (ORC): [www.grants.gov](http://www.grants.gov), 1-800-386-6820 (7:30 am to 6:00 pm EST) or [eauthhelp@orc.com](mailto:eauthhelp@orc.com)
- DUNS Number: [www.dnb.com](http://www.dnb.com) or 1-866-705-5711.
- DOE IIPS: <http://e-center.doe.gov>, 1-800-683-0751. (Monday – Friday 8:00 am to 8:00 pm EST) or [helpdesk@pr.doe.gov](mailto:helpdesk@pr.doe.gov)
- Grants.gov: <http://www.grants.gov>
- Grants.gov Program Management Office:  
<http://www.grants.gov/ProgramManage>
- IAEGC eGrants Program Management Office:  
[www.iaegc.gov/Links/iaegc\\_epmo.htm](http://www.iaegc.gov/Links/iaegc_epmo.htm)



# Web Site and Phone Information

(Continued)

- Office of Management and Budget Grant Policies:  
[http://www.whitehouse.gov/omb/grants/grants\\_docs.html](http://www.whitehouse.gov/omb/grants/grants_docs.html)
- PureEdge Viewer 6.0:  
[grants.gov/PEViewer/ICSViewer600\\_grants.exe](http://grants.gov/PEViewer/ICSViewer600_grants.exe)
- Search for Federal Funding Opportunities:  
<http://www.grants.gov/FindGrantOpportunities> or  
<http://fedgrants.gov/grants/servlet/SearchServlet/>
- Register to Receive Grant Opportunity Notification Service:  
<http://www.grants.gov/ReceiveGrantOpportunityNotification> or  
<http://fedgrants.gov/ApplicantRegistration.html>
- System Requirements:
  - Grants.gov: <http://www.grants.gov/DownloadViewer>
  - DOE IIPS: <http://e-center.doe.gov>





# Questions